



NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	Court Administrator	FLSA:	E
SERVICE:	Judicial/At-Will	REVISED:	6/1/05

Summary: Under limited direction of the Presiding Judge performs administrative and supervisory work of unusual difficulty directing the specialized activities and services of the Courts; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Directs and supervises the administrative personnel activities of the Superior Court and various limit jurisdiction courts.
- Applies for and monitors various court related grants.
- Maintains liaison between the Superior Court, Supreme Court, law enforcement agencies, the public and County departments.
- Keeps informed of proposed state and federal legislation.
- Drafts proposed legislation regarding procedures.
- Directs the planning, development and maintenance of computer/management information systems as related to the court(s) needs.
- Participates in the preparation of departmental budget(s). Oversees finances and budgets of courts
- Maintains records and prepares reports.
- Develops and manages court collections. Coordinates records management for the courts.
- Recommends adjustments to presiding judge(s) for changes in court procedures.
- Researches, analyzes and enacts newly-legislated changes for courts.
- Administers department fiscal policies, personnel, caseload, records management and maintenance, and court facilities.

Knowledge and Skills:

- Knowledge of principles and procedures of the Arizona justice system and the application of statutes and legal precedents.
- Knowledge of management practices, theories and methods.
- Knowledge of budgetary principles and practices.
- Knowledge of computer hardware and software operations and functions, and other office machines.
- Knowledge of grants administration.
- Knowledge of legal terminology and business English.
- Knowledge of principles and practices of supervision.
- Skill in completing grant applications.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.
- Skill in developing and implementing court policies and procedures.

Minimum Qualifications:

Bachelor's Degree in Business, Public Administration or related field; AND five years progressively responsible experience in administration and management.